



DEPARTMENT OF THE NAVY  
OFFICE OF THE UNDER SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-1000

SHHRO Ser 01/055  
1 May 2000

MEMORANDUM FOR DISTRIBUTION

SUBJ: APPROVAL OF RECRUITMENT AND RELOCATION BONUSES, RETENTION ALLOWANCES AND JTR RELOCATION SERVICES

Ref: (a) OSD memo of 20 Nov 92  
(b) AAUSN memo 12570 Ser 00/0126 of 23 Apr 91  
(c) JTR Vol. 2, Ch 15

Encl: (1) Sample 3R Approval Package

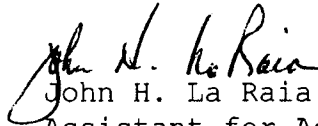
The 1990 Federal Employees Pay Comparability Act authorized use of Recruitment and Relocation bonuses and Retention allowances, known as the 3R's, to attract and retain Federal employees. Also, the Joint Travel Regulation allows activities to offer a number of relocation services, including guaranteed home sale, to attract applicants for activity vacancies. This memorandum establishes procedures for the approval of these bonuses and allowances within the Assistant for Administration, Under Secretary of the Navy (AA/USN) claimancy as follows:

a. Requests for the use of the 3R's will be approved by the AA/USN. Also, reference (b), which requires AAUSN approval of JTR Relocation services, remains in effect. Enclosure (1) is a recommended format to request approval to use the 3R's. Requests for JTR relocation services should be documented in accordance with reference (c). Please note that prior approval is required before initiating any personnel action involving the use of the 3R's or JTR relocation services.

b. Secretariat/Headquarters Human Resources Office (S/HHRO) will provide guidance to activities regarding use of allowances and will review requests for compliance with references (a) and (b). SHHRO will also ensure that that all budget and manpower approvals are in order prior to submission to AAUSN.

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ALLOWANCES AND JTR RELOCATION SERVICES

Please contact your servicing SHHRO staffing specialist if  
you have any questions regarding this memorandum or would like  
additional information regarding the 3R's.



John H. La Raia

Assistant for Administration  
Acting

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**REQUEST FOR RECRUITMENT/RELOCATION BONUS OR RETENTION ALLOWANCE**

1. TYPE OF BONUS/ALLOWANCE REQUESTED \_\_\_\_\_

2. EMPLOYEE INFORMATION

SOCIAL SECURITY NUMBER

\_\_\_\_\_

TITLE:

SERIES/GRADE

\_\_\_\_\_

ANNUAL BASE SALARY  
(EXCLUDE LOCALITY PAY)

\_\_\_\_\_

\$ \_\_\_\_\_

3. Justification\*: See attached

4. Proposed Recruitment Bonus to be Paid \$ \_\_\_\_\_

5. Proposed Relocation Bonus to be Paid \$ \_\_\_\_\_

6. Proposed Retention Allowance to be Paid \$ \_\_\_\_\_

7. Proposed EFFECTIVE DATE: \_\_\_\_\_

8. REVIEWS AND APPROVALS

a. Recommending Official

Title

Date

\_\_\_\_\_

b. AAUSN Approval

Date

\_\_\_\_\_

\*See OSD Memo (Force Management and Personnel) of 20 Nov 1992, and AA/USN Memo, 12570 Ser 00/0126 of 23 Apr 1991 for eligibility criteria and requirements. These references are available from your S/HHRO Personnel Specialist.

Enclosure (1)



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12570  
Ser 00/0126  
23 April 1991

MEMORANDUM FOR DISTRIBUTION

Subj: POLICY STATEMENT CONCERNING ENTITLEMENT TO RELOCATION  
SERVICES FOR CIVILIAN EMPLOYEES

Ref: (a) OCPM memo 12575.2 OCPM 3213 of 26 Nov 1990  
(b) Joint Travel Regulation, Vol. 2, Chap. 4, Part C, and  
Chap. 15

Reference (a) states that there is no longer an automatic entitlement to the use of relocation services in connection with a permanent change of station or a first duty station assignment for new employees. Instead, the authority to determine eligibility for use of government paid relocation services will be administered for this claimancy according to the following policy:

Individual activities of the Navy Secretariat and Staff Offices must have direct approval from the Assistant for Administration to permit the use of the relocation services contract.

Field activities of the Immediate Office of the Secretary must request authority to approve the use of the contract from the Assistant for Administration via the appropriate Assistant Secretary.

Because of its huge potential cost, it is not anticipated that use of the relocation services contract will be approved frequently. Factors which will be considered in addition to factors found in reference (b), in making the decision to approve or not approve use of the contract include: available funding within the individual activity, cost effectiveness of hiring from outside the commuting area, labor market conditions, and difficulty in filling the position in question.

To maintain control of this expense and to ensure consistent application throughout the claimancy, addressees must request use of this entitlement before announcing a specific vacancy outside the local commuting area. Specific language must appear on the

REF (b)

Subj: POLICY STATEMENT CONCERNING ENTITLEMENT RELOCATION  
SERVICES FOR CIVILIAN EMPLOYEES

vacancy announcement or interviewees for the position must be  
advised in writing if the use of relocation services will not be  
allowed.



OLIVER R. ASHE

Assistant for Administration

Distribution:

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